

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office Space Requirements (U)

FROM:

EXTENSION

NO.

OC-M81- 762

STAT

D/CO

2B07

DATE

14 SEP 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

D/ODP

2D0105 Hqs. Bldg.

18 Sep

90

2.

STAT

3.

D/L

2G20B

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1-2: Gail,  
 Per our discussion  
 today I'm returning  
 this memo to you.  
 Let's let the team  
 decide whether  
 or  
 space is best.

STAT

STAT

STAT

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OC-M81-762

14 SEP 1981

MEMORANDUM FOR: Director of Logistics

THROUGH: Director of Data Processing

ODP # 81-1222

FROM:   
Director of Communications

SUBJECT: Office Space Requirements (U)

1. The Office of Communications (OC) and the Office of Data Processing (ODP) are jointly planning a project which will lead to the replacement of Headquarters Cable Dissemination System. Your assistance is solicited in finding office space for the project team for the duration of the development effort. (U)

2. We presently have four people located in the OC-ED area  working full time on the project. Our plans call for adding three more people in the next few weeks, and one additional person early in 1982. This staffing level will remain stable until March 1983, at which time we expect to add eight to ten computer programmers to the team. Thus, our planned staffing is as follows:

<u>From</u>	<u>Until</u>	<u>Staffing Level</u>
September 1981	October 1981	4
October 1981	January 1982	7
January 1982	March 1983	8
April 1983	May 1984	16 - 18

While we do not have office space for eight individuals, if necessary with some crowding we can accommodate the team in the OC-ED area until March 1983. Of course, additional space could be used and would be welcomed as early as October 1981. (U)

3. In addition to sufficient floor space and phone service, the project members will require the space for interactive terminals connected to the  Two terminals will be used until March 1983 at which time ten terminals will be required. (U)

WARNING NOTICE - INTELLIGENCE  
SOURCES AND METHODS INVOLVED



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SUBJECT: Office Space Requirements (U)

4. The complex interaction of this system with other OC and ODP development efforts makes the [redacted] most desirable location for the project. However, [redacted] building space is not available, floor space in the Headquarters Building is acceptable. (U)

25X1  
25X1

5. [redacted] may be contacted on secure extension [redacted] to discuss the details of this requirement. (C) A9c5.2

25X1  
25X1



25X1

CONC

[redacted]

15 Director of Data Processing

17 Sept 81  
Date

25X1

\* Alternative discussed on 18 Sep 81  
concurred in. Team will sit in [redacted]  
or [redacted] space. No need to  
ask for this space.

25X1

25X1

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STAFF SUMMARY SHEET

SUBJECT:

Office Space Requirements (OC-M81-762; ODP 81-1222)

PURPOSE OF ACTION:

ACTION OFFICER (Incl. Ext.)

REFERENCES:

RESOURCE PACKAGE & COSTS (If applicable):

THIS PAPER IS FOR YOUR:

COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
EO	X			GD	2/16/81
Actg O/ODP			X	EO	2/17/81

DISCUSSION:

I talked to Nick and Sandy about this. Application is in agreement with it and recommend your concurrence

Return to Comm  
SOD

GD.

SIGNATURE OF ACTION OFFICER

DATE

ADD TO OFFICIAL FILE YES \_\_\_ NO \_\_\_

Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.

Approved For Release 2005/07/12 : CIA-RDP84-00933R000200220002-6

TO:		D/ODP	
ROOM NO. 2D0105	BUILDING Hqs.		
REMARKS:			
FROM:			
D/CO			
ROOM NO. 2B07	BUILDING		

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FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

STAT